

Capital Projects Report

Citation of Law or Resolution:	Session Law 2011-145
Section Number:	26.5
Due Date:	1 Oct 2012
Submission Date:	1 Oct 2012

Receiving Entities:

Joint Legislative Commission on government Operations
Joint Oversight Committee on Capital Improvements
Fiscal Research Division, NCGA

Submitting Entity:

Department of Transportation



STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT

BEVERLY EAVES PERDUE
GOVERNOR

ANDY WILLIS
STATE BUDGET DIRECTOR

September 4, 2012

MEMORANDUM

TO: Department Heads and Chief Fiscal Officers
FROM: Jennifer Hoffmann
Assistant State Budget Officer
SUBJECT: Reporting on Capital Projects

Section 26.5 of S.L. 2012-142 requires State agencies to report on the status of current capital improvement (CI) projects with an estimated cost of \$100,000 or more. This requirement applies to all capital improvement projects including repairs and renovations regardless of the source of funding or who authorized the project.

For capital improvement projects that are "complete" but not yet closed, agencies should submit a budget revision returning the excess funds to the source from which they came. If the project was funded with General Fund appropriations, please submit a budget revision transferring the funds to the Project Reserve (B/C 41104).

For CI projects subject to the reporting requirement, the reports must include the following:

1. The current construction phase of the project.
2. The anticipated timeline from the current construction phase to project completion.
3. Year to date expenditures that have been made in connection with the project.
4. Information about the adequacy of funding to complete the project, including estimates of how final expenditures will relate to initial estimates of expenditures, and whether or not scope reductions will be necessary in order to complete the project within its budget.
5. For new capital projects only, an estimate of the operating costs for the project for the first five years of its operation.

To ensure consistency across state agencies, OSBM has created a common format for all agencies to use to submit the report. We have limited the number of free text fields and maximized the use of drop down boxes wherever possible to assist the user in preparing the report. There remains, however, a column for notes in the event further explanation is needed. In addition to the required elements, OSBM has added basic identifying information about the project to the spreadsheet to guide the preparer and the reviewer of the report. Please use the attached spreadsheet to gather and report the information requested. Each column of the spreadsheet should be self-explanatory, but if you have any questions please feel free to call Greg Piner at 919-807-4783.

The first report is due no later than October 1, 2012. Please submit your reports electronically to the Joint Legislative Commission on Governmental Operations, the Joint Oversight Committee on Capital Improvements, the Fiscal Research Division and the Office of State Budget and Management. After the initial submission, reports are due quarterly to FRD and OSBM, and every six months to Gov Ops and the Oversight Committee.

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Report Date: July 2012